

## **TRANSFERS/REINSTATEMENTS PACKETS**

### **TRANSFERS**

If you are interested in transferring to Tobyhanna Army Depot, please submit the following information along with this packet:

- SF-50 NOTIFICATION OF PERSONNEL ACTION
- THE LAST COPY OF YOUR PERFORMANCE APPRAISAL

### **REINSTATEMENT**

If you are interested in re-entering the Federal workforce and have left Federal service as a Career-Conditional employee, you have 3 years following your separation date to re-apply directly to any Federal agency.

If you are interested in re-entering the Federal workforce and have left Federal service as a Career employee, you are eligible to apply directly to Federal agencies at any time.

Please submit the following information along with this packet:

- SF-50 NOTIFICATION OF PERSONNEL ACTION
- THE LAST COPY OF YOUR PERFORMANCE APPRAISAL

If you need a copy of your last SF-50, please write to:

NATIONAL PERSONNEL RECORDS CENTER  
111 WINNEBAGO STREET  
ST. LOUIS, MO 63118

### **SEND THE ABOVE INFORMATION TO:**

**TOBYHANNA ARMY DEPOT  
ATTN: PECH-NER-T/R  
11 HAP ARNOLD BOULEVARD  
TOBYHANNA, PA 18466-5077**

Enclosed in this package is an occupational listing identifying current positions at Tobyhanna Army Depot. This listing is provided to assist you in selecting the 5 occupational series for which you wish to be considered.

Your application will remain active for 2 years from the date received.

SHOULD YOU HAVE ANY QUESTIONS PLEASE CALL (570) 615-7292.

## Series and Grade Selection

*In order to determine qualifications, you **MUST** provide a **resume** detailing work experience and/or education you have for the positions you are applying for. When describing work experience, you **MUST** include employer name, dates (month and year), and number of hours the job was performed per week (full time or part time basis). Additional pages containing required documentation such as transcripts, DD-214's, SF-50 actions, certifications, etc. may be attached to this package.*

**\*Failure to submit substantive documentation of qualifications will eliminate you from consideration\***

I wish to be considered for the following five (5) job series and grade levels:

<u>Series</u>	<u>Grade Level(s)</u>
(1) _____	_____
(2) _____	_____
(3) _____	_____
(4) _____	_____
(5) _____	_____

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Signature

\_\_\_\_\_  
DATE

Duty Locations: (May list as many as you would like to be considered for)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

We currently have locations at the following sites:

- Ft. Bragg, NC
- Ft. Indiantown Gap, PA
- Ft. Stewart, GA
- Ft. Campbell, KY
- Ft. Lewis, WA
- Ft. Sill, OK
- Ft. Knox, KY
- Ft. Leavenworth, KS
- Schreiver AFB, CO
- Ft. Wainwright, AK
- Camp Red Cloud, Korea
- Camp Casey, Korea
- Ft. Irwin, CA
- Ft. Lee, VA
- Camp Pendleton, CA
- Camp Lejune, NC
- Ft. Hood, TX
- Ft. Carson, CO
- Tact Ops Center, AL
- Katterbach, Germany
- Camp Hansen, Japan
- Giebelstadt, Germany
- Seoul, Korea
- Camp Humphreys, Korea
- Ft. Drum, NY
- Ft. Benning, GA
- Ft. Polk, LA
- Schofield Barracks, HI
- Ft. Bliss, TX
- Ft. Riley, KS
- Camp Mabry, TX
- Rosemount, MN
- Ft. Richardson, AK
- Vincenza, Italy
- Miesau, Germany
- Vilseck, Germany

# Declaration for Federal Employment

Form Approved  
OMB No. 3206-0182

## GENERAL INFORMATION

1. FULL NAME (First, middle, last)

◆

2. SOCIAL SECURITY NUMBER

◆

3. PLACE OF BIRTH (Include city and state or country)

◆

4. DATE OF BIRTH (MM/DD/YYYY)

◆

5. OTHER NAMES EVER USED (For example, maiden name, nickname, etc)

◆

◆

6. PHONE NUMBERS (Include area codes)

Day ◆

Night ◆

## Selective Service Registration

If you are a male born after December 31, 1959, and are at least 18 years of age, civil service employment law (5 U.S.C. 3328) requires that you must register with the Selective Service System, unless you meet certain exemptions.

- 7a. Are you a male born after December 31, 1959? ☐ YES ☐ NO If "NO" skip 7b and 7c. If "YES" go to 7b.  
7b. Have you registered with the Selective Service System? ☐ YES ☐ NO If "NO" go to 7c.  
7c. If "NO," describe your reason(s) in item #16.

## Military Service

8. Have you ever served in the United States military? ☐ YES Provide information below ☐ NO  
If you answered "YES," list the branch, dates, and type of discharge for all active duty.  
If your only active duty was training in the Reserves or National Guard, answer "NO."

Branch	From MM/DD/YYYY	To MM/DD/YYYY	Type of Discharge

## Background Information

For all questions, provide all additional requested information under item 16 or on attached sheets. The circumstances of each event you list will be considered. However, in most cases you can still be considered for Federal jobs.

For questions 9, 10, and 11, your answers should include convictions resulting from a plea of *nolo contendere* (no contest), but omit (1) traffic fines of \$300 or less, (2) any violation of law committed before your 16th birthday, (3) any violation of law committed before your 18th birthday if finally decided in juvenile court or under a Youth Offender law, (4) any conviction set aside under the Federal Youth Corrections Act or similar state law, and (5) any conviction for which the record was expunged under Federal or state law.

9. During the last 10 years, have you been convicted, been imprisoned, been on probation, or been on parole? (Includes felonies, firearms or explosives violations, misdemeanors, and all other offenses.) If "YES," use item 16 to provide the date, explanation of the violation, place of occurrence, and the name and address of the police department or court involved. YES ☐ NO ☐
10. Have you been convicted by a military court-martial in the past 10 years? (If no military service, answer "NO.") If "YES," use item 16 to provide the date, explanation of the violation, place of occurrence, and the name and address of the military authority or court involved. YES ☐ NO ☐
11. Are you now under charges for any violation of law? If "YES," use item 16 to provide the date, explanation of the violation, place of occurrence, and the name and address of the police department or court involved. YES ☐ NO ☐
12. During the last 5 years, have you been fired from any job for any reason, did you quit after being told that you would be fired, did you leave any job by mutual agreement because of specific problems, or were you debarred from Federal employment by the Office of Personnel Management or any other Federal agency? If "YES," use item 16 to provide the date, an explanation of the problem, reason for leaving, and the employer's name and address. YES ☐ NO ☐
13. Are you delinquent on any Federal debt? (Includes delinquencies arising from Federal taxes, loans, overpayment of benefits, and other debts to the U.S. Government, plus defaults of Federally guaranteed or insured loans such as student and home mortgage loans.) If "YES," use item 16 to provide the type, length, and amount of the delinquency or default, and steps that you are taking to correct the error or repay the debt. YES ☐ NO ☐

# Declaration for Federal Employment

Form Approved:  
OMB No. 3206-0182

## Additional Questions

14. Do any of your relatives work for the agency or government organization to which you are submitting this form? (Include: father, mother, husband, wife, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, and half sister.) If "YES," use item 16 to provide the relative's name, relationship, and the department, agency, or branch of the Armed Forces for which your relative works.

YES

☐

NO

☒

15. Do you receive, or have you ever applied for, retirement pay, pension, or other retired pay based on military, Federal civilian, or District of Columbia Government service?

YES

☐

NO

☐

## Continuation Space / Agency Optional Questions

16. Provide details requested in items 7 through 15 and 18c in the space below or on attached sheets. Be sure to identify attached sheets with your name, Social Security Number, and item number, and to include ZIP Codes in all addresses. If any questions are printed below, please answer as instructed (these questions are specific to your position and your agency is authorized to ask them).

## Certifications / Additional Questions

**APPLICANT:** If you are applying for a position and have not yet been selected, carefully review your answers on this form and any attached sheets. When this form and all attached materials are accurate, read item 17, and complete 17a.

**APPOINTEE:** If you are being appointed, carefully review your answers on this form and any attached sheets, including any other application materials that your agency has attached to this form. If any information requires correction to be accurate as of the date you are signing, make changes on this form or the attachments and/or provide updated information on additional sheets, initialing and dating all changes and additions. When this form and all attached materials are accurate, read item 17, complete 17b, read 18, and answer 18a, 18b, and 18c as appropriate.

17. I certify that, to the best of my knowledge and belief, all of the information on and attached to this Declaration for Federal Employment, including any attached application materials, is true, correct, complete, and made in good faith. I understand that a false or fraudulent answer to any question or item on any part of this declaration or its attachments may be grounds for not hiring me, or for firing me after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated for purposes of determining eligibility for Federal employment as allowed by law or Presidential order. I consent to the release of information about my ability and fitness for Federal employment by employers, schools, law enforcement agencies, and other individuals and organizations to investigators, personnel specialists, and other authorized employees or representatives of the Federal Government. I understand that for financial or lending institutions, medical institutions, hospitals, health care professionals, and some other sources of information, a separate specific release may be needed, and I may be contacted for such a release at a later date.

17a. Applicant's Signature: \_\_\_\_\_ Date \_\_\_\_\_  
(Sign in ink)

17b. Appointee's Signature: \_\_\_\_\_ Date \_\_\_\_\_  
(Sign in ink)

### Appointing Officer:

Enter Date of Appointment or Conversion  
MM / DD / YYYY

18. **Appointee (Only respond if you have been employed by the Federal Government before):** Your elections of life insurance during previous Federal employment may affect your eligibility for life insurance during your new appointment. These questions are asked to help your personnel office make a correct determination.

18a. When did you leave your last Federal job? DATE: \_\_\_\_\_ MM / DD / YYYY

- 18b. When you worked for the Federal Government the last time, did you waive Basic Life Insurance or any type of optional life insurance?

YES

☐

NO

☐

Do Not Know

☐

- 18c. If you answered "YES" to item 18b, did you later cancel the waiver(s)? If your answer to item 18c is "NO," use item 16 to identify the type(s) of insurance for which waivers were not canceled.

YES

☐

NO

☐

Do Not Know

☐



**OCCUPATIONAL LISTING**

**FOR DEPARTMENT OF ARMY POSITIONS**

**AT**

**TOBYHANNA ARMY DEPOT**

**FORWARD REPAIR ACITIVTIES**

**TOBYHANNA, PA**

**18466**

**August 2009**

## **INFORMATION TECHNOLOGY POSITIONS**

Listed below are the professional IT positions established at Tobyhanna Army Depot. Information Specialist position is usually at the GS-05 trainee level or the GS-9 and GS-11 journey level. To qualify at grade GS-5, applicants need 3 years general experience, 1 year which is equivalent to at least GS-4 or 4 years post-high school study. At the GS-9, there is a requirement master's or equivalent graduate degree in the appropriate field *or* 2 full years of progressively higher level graduate education leading to such a degree or 1 year equivalent to at least GS-7. At the GS-11 level, a Ph.D. or equivalent doctoral degree in the appropriate field is required *or* 3 full years of progressively higher level graduate education leading to such a degree or 1 year equivalent to at least GS-9 level.

Title	Series	Grade Range
Information Technology Specialist	GS-2210	12

## **LOGISTICS POSITIONS**

Listed below are professional logistics positions along with technical support positions established at Tobyhanna Army Depot. To qualify for positions at the GS-07 level one full year of graduate education or one year experience equivalent to the GS-05 level. At the GS-09 level two full years of higher level graduate education or a master's degree or one year experience equivalent to the GS-7 level. To qualify at the GS-11 level three full years of high level graduate education or one year experience equivalent to the GS-09 level.

### **Supply**

Title	Series	Grade Range
Logistics Management Specialist	GS-0346	09-12
Supply Technician	GS-2005	05-07
Inventory Mgmt Specialist	GS-2010	09-11

### **Maintenance**

Title	Series	Grade Range
Production Controller	GS-1152	11
Equipment Specialist (Electronic)	GS-1670	09-12
Supv Equipment Specialist (Elncs)	YC-1670	02

## **QUALITY AND RELIABILITY ASSURANCE POSITIONS**

Listed below are the quality and reliability assurance positions established at Tobyhanna Army Depot. Quality Assurance Specialist performs administrative and technical work concerned with monitoring, controlling, and maintaining the quality and reliability of goods and services. Entry into Quality Assurance positions is usually at the GS-5 trainee level or GS-11 journeyman level. To qualify at grade GS-5, applicants need 3 years general experience, 1 year which is equivalent to at least GS-4 or 4 years appropriate post-high school study. At the GS-9, there is a requirement master's or equivalent graduate degree *or* 2 full years of progressively higher level graduate education leading to such a degree or 1 year equivalent to at least GS-7. At the GS-11 level, a Ph.D. or equivalent doctoral degree is required *or* 3 full years of progressively higher level graduate education leading to such a degree or 1 year equivalent to at least GS-9 level. Entry into Computer Operator, Assistant and Operator positions is usually at grades GS-4 through GS-5 which requires 1 year of related experience or 1 to 4 years of appropriate post-high school study.

Title	Series	Grade Range
Quality Assurance Spec	GS-1910	10

### **Administration Position**

Listed below is the administration position established at Tobyhanna Army Depot, which do not fit in any other group in this listing. Due to the nature of the qualifications requirements many of these positions would be filled by internal placement. However, some positions may be filled at the GS-5 trainee level or at the GS-9 and GS-11 journeyman level. Generally at GS-5 there is a requirement of either 3 years of general experience, and/or 4 year course of study leading to a bachelor's degree. At the GS-9, there is a requirement master's or equivalent graduate degree *or* 2 full years of progressively higher level graduate education leading to such a degree or 1 year equivalent to at least GS-7. At the GS-11 level, a Ph.D. or equivalent doctoral degree is required *or* 3 full years of progressively higher level graduate education leading to such a degree or 1 year equivalent to at least GS-9 level.

## **TRAINING POSITIONS**

Training Instructor	GS-1712	09-11
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## **WAGE GRADE TRADES AND CRAFTS POSITIONS**

Listed below are the trades and crafts positions established at Tobyhanna Army Depot. These positions range from unskilled labor to complex jobs requiring extensive training and experience. At all higher grades applicants must have experience, which demonstrates the ability to perform the duties of the position applied for.

### **Electronic Equipment Installation & Maintenance Family**

Title	Series	Grade Range
Electronics Worker	WG-2604	08
Electronics Mechanic	WG-2604	10
Electronics Digital Computer Mechanic	WG-2608	11-12

### **Metal Work Family**

Title	Series	Grade Range
Sheet Metal Mechanic	WG-3806	10

### **General Maintenance & Operations Work Family**

Title	Series	Grade Range
General Equipment Mechanic	WG-4737	10

### **Industrial Equipment Maintenance Family**

Title	Series	Grade Range
Air Conditioning Equipment Mech	WG-5306	10

### **Warehousing & Stock Handling Family**

Title	Series	Grade Range
Materials Expediter	WG-6910	07